

GOVERNING BODY FOR HOLLICKWOOD PRIMARY SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
MONDAY 25 MARCH 2019**

MEMBERS

LA GOVERNOR

*Cllr Barry Rawlings (21.1.22)

PARTNERSHIP GOVERNORS

Mr Stuart Bewley (25.3.22)

1 x vacancy

HEADTEACHER

*Mr Hugh Vivian (Headteacher)

STAFF GOVERNOR

*Mrs Sarah Johnston (4.2.22)

PARENT GOVERNORS

*Lucy Drane (27.1.23)

*Mrs Jenny Jekyll (25.09.21)

CO-OPTED GOVERNORS

*Mr Ed Tytherleigh (5.10.19) (Chair)

*Mrs Kirstie Stroud (7.2.23) (Vice Chair)

Mr Graham Hayday (11.12.20)

*Miss Meera Depala (26.3.21)

*denotes member present

NON-VOTING OBSERVER

Paul Beale – Rhodes Avenue Primary School

IN ATTENDANCE

Lenka Jenks – School Business Manager

Caroline Winston - Clerk

19/15 **APOLOGIES**

The Chair welcomed all to the meeting extending a special welcome to Paul Beale, governor at Rhodes Avenue Primary School who was attending as an observer. Introductions were made around the table for his benefit.

Consent was recorded to apologies for absence submitted on behalf of Graham Hayday, Stuart Bewley and Skeve Constantinou.

19/16 **DECLARATION OF PECUNIARY INTEREST**

None of the Governors present declared a pecuniary interest in the business to be discussed.

19/17 **PART I MINUTES OF THE MEETING HELD ON 28 JANUARY 2019 AND MATTERS ARISING**

The Part I minutes of the meeting were confirmed and signed by the Chair as an accurate record.

Arising from the minutes:

Pg.1 19/01 Apologies The Chair reported that Rachel Landau had since stepped down from her role as Partnership Governor. This position would be filled in due course.

Pg. 2 19/04 Communications Review Lenka Jenks undertook to follow up with Graham Hayday to find out whether he could produce the video for prospective parents.

Action: L Jenks

Governors heard that a banner publicising the School would be going up at the end of Colney Hatch Lane by the Church.

Pg. 3 19/05 Frontage of the School It was confirmed that Tim Ferrar would be taking the school to the Hampton Court Flower Show. Funds had been redirected to this project and would include improvements to the hedge at the front of the premises. The Chair asked whether the Governing Body would be receiving a written proposal about his plans for the frontage. In reply, the Headteacher said that he had received sketches from Tim and would circulate these to Governors by email.

Action: Headteacher

Pg.3 19/05 Committee Terms of Reference The Vice Chair confirmed that she had sent the chair of the Personnel Committee an example terms of reference document. The Finance Committee were still to review their document

Pg. 4 19/05 Recruiting New Pupils It was confirmed that the flags for the front of the School would be arriving in the new financial year.

A local leaflet drop of 2,500 leaflets publicising the School had been completed.

Cllr Rawlings was awaiting a response from the Highways Department concerning the banner.

A Governor confirmed that she had taken flyers about the School to local toddler groups.

A Play Street event had been organised for Newton Avenue and Alma Road. Cllr Rawlings undertook to contact the LA about this and the possibility of these being organised in other local streets.

The action for the Deputy Headteacher to promote the adult language classes held in school was carried forward in her absence.

Action: Deputy Headteacher

It was suggested that another Governor Newsletter go out to parents at the end of the Spring Term. Lenka Jenks undertook to contact Graham Hayday about this.

Action: L Jenks

Pg. 7 19/11 Canteen Redevelopment Project Update This was an agenda item later in the meeting.

19/18 **REPORT OF THE HEADTEACHER**

A full report had been circulated to all Governors and this was received and noted. Arising from the report:

a) Quality of Teaching A Governor queried whether all lesson observations were currently up to date. In reply, the Headteacher confirmed this to be the case. He added that Helen Morrison, Learning Networking Inspector, had also reviewed the books on Friday 22 March 2019 and had been very impressed with the quality of work.

b) Attendance It was noted that attendance for the term so far was 95.3%. The Headteacher said that this was disappointing and reminded Governors that the target for the year was 96.5%. Mitigating factors remained similar and the School was completing their planned actions. Early Years had the lowest attendance at 91.7%. This was largely due to poor attendance in the Nursery of 88.1%. In the rest of the School attendance was 96.6% and for compulsory school age pupils it was 96.3%.

c) Behaviour The Headteacher highlighted that there had been no exclusions that term.

One child who had been at high risk of exclusion had successfully completed a managed move to a new setting.

d) Safeguarding The Headteacher highlighted that there were currently no pupils who were subject to either a Child Protection plan or Child in Need plan.

Two staff members had completed training with Place2be to support mental health and well-being among pupils. Well-being training was also scheduled for all other staff. A volunteer counsellor was also now in place.

e) Pupil Numbers It was noted that five children left the School last term, one through a managed move, three to a school closer to home outside the area and one out of country due to visa restrictions. 15 children in

Years 1 to 6 had joined the School since the start of the year. This included two children with an EHCP, one with marked SEN awaiting an EHCP assessment and eight with EAL in the early stages of learning.

The Headteacher highlighted that there were spaces in all year groups apart from Year 2.

- f) Admissions The Headteacher reported that there had been 30 offers for places in Reception, 22 of these places had been first preference choices and had been accepted.

A discussion ensued about the fact that, although the School was on the Haringey border, only children from Barnet were admitted.

- g) Staffing

MOTION OF CONFIDENTIALITY

It was resolved that, because of its nature, the business to be discussed be treated as confidential and not for publication.

(Part I Resumed)

19/19 RATIFICATION OF THE BUDEGT 2019-2020

The Headteacher tabled the budget for 2019-2020. He said that it had been extremely difficult to set, with several services being removed this year. Governors heard that the school funding crisis was hitting all schools. This had been exacerbated at Hollickwood due to the low roll numbers.

The budget had been analysed in detail by the Finance Committee. The proposed budget included the changes to the staffing structure and the removal of some enrichment activities including drumming, specialised art teaching and Spanish. There was also only ten days of supply cover budgeted. The Headteacher said that it was hoped this cover could instead be arranged internally.

Governors were reminded that the Deputy Headteacher would be teaching full time for three days a week. The Headteacher would be teaching for the first hour of every school day.

The cumulative carry forward of £9,255 was highlighted.

The Headteacher reminded Governors that the redundancy costs following the restructure were not yet known. It was hoped that the LA would be covering these costs. Asked for an approximate worse case scenario in terms of the costs associated with the restructure, the Headteacher said that this could be in the region of £40,000.

A Governor asked whether there was a possibility of increasing future lettings as a funding stream to the budget. Paul Beale gave an overview of the types

of letting arrangements in place at his own school and explained that they were crucial for the budget. The Chair undertook to meet with the School Business Manager at Rhodes Avenue Primary School to gain a better understanding of this.

Action: Chair

The Headteacher said that lettings at the School at present included holiday camp, birthday party rentals, after school clubs and Saturday clubs. A Governor asked whether the School was charging a competitive rate for lettings and in reply Lenka Jenks confirmed this to be the case as she had benchmarked this against local schools.

The impact on funding from the PTA at Rhodes Avenue Primary School was highlighted.

After full consideration the budget for 2019-202 was **RATIFIED** by the Governing Body.

19/20 **SCHOOL IMPROVEMENT PLAN (SIP)**

The RAG rated SIP had been circulated to all Governors and was received and noted.

In response to a query about why the tracking of more able pupils were still yellow, the Headteacher said this was due to the timing in the term and would be completed by the end of term.

The section on performance management was amber as this would also be completed by the end of term.

The Headteacher said that the level of new initiatives had now settled down. He said that there had been a time when there was possibly too many. White Rose for maths and Accelerated Reader were proving particularly useful.

The Headteacher informed Governors that he now had a voluntary helper working in the library for one day a week.

A Governor suggested putting out a request for more volunteers to help in school in light of the budgetary cuts that schools were facing. The Chair suggested putting together some role descriptors but the Headteacher said that this would not be necessary. He said that voluntary work in school was more about finding people who had time and then assigning suitable roles to fill that particular amount of time.

A Governor suggested looking for volunteers not just in the local community, but also wider, as there would be many retired teachers within the Borough and beyond. Cllr Rawlings undertook to investigate this further.

Action: Cllr Rawlings

It was decided to put school volunteers as an agenda item for the next meeting.

Action: Clerk

19/21 **CANTEEN REDEVELOPMENT PROJECT UPDATE**

The Chair reminded all that the proposal to sell land at Pembroke Road had been signed off by the Governing Body in May 2018. There had then be a delay with Capita sending this on to the DfE for sign-off. This had prevented the School being able to progress the planning application for new homes to be built on the piece of land that they hoped to sell.

The Chair expressed his frustrations about the length of time it had taken Capita to progress this project. He had recently resorted to chasing up the matter at director level.

A full report had since been provided by Capita, a copy of which had been circulated to all Governors. The Chair had sent back his initial thoughts and questions about the project to Ossie Airewele, Project Leader. He had sent a full response to these queries. The Chair had circulated this information to the Governing Body.

The fee for the initial surveys, drawings and planning application for the proposed new homes was £50,316. The Chair drew Governors' attention to the overview of the personnel assigned to the project.

A discussion ensued on the costs involved at this level of the project. The Chair reminded Governors that the land would have a greater value for sale with pre-agreed planning permission to build the new homes.

The Governing Body **APPROVED** the proposed costs. The Chair undertook to instruct Capita to proceed with the next stage of the project.

A Working Group had been initially set up for this project and it was suggested that this group regroup to work on this. The Chair undertook to contact its members.

Action: Chair

Lenka Jenks had followed the procurement process for the works to be carried out to the canteen in the interim period. The proposal was to move the current kitchen equipment to the school storage area, which would be converted into a temporary kitchen area for the interim dining solution. This work would be undertaken during the Easter break. The School hall would then be used for school lunches. Governors were advised that this change in dining arrangements had had to happen now as the current canteen was no longer fit for purpose.

A Governor asked whether using the school hall would have an impact on other lessons. In reply, the Headteacher said that the hall would no longer be available for assembly practice and PE between the hours of 11.30am and 1.15pm.

The Chair said that he now anticipated that the building project would not happen until 2020.

19/22 **COMMITTEE UPDATES**

Teaching & Learning Committee

The committee had met the previous week, but the minutes were not yet available. The meeting had included:

- A Maths provision update from Sarah Johnston
- A Learning Walk around the whole school. Governors had been pleased to witness excellent behaviour throughout the School.

Finance Committee

The committee had met but the minutes were not yet available. The focus of this meeting had been setting the budget for 2019-2020.

Personnel

The Chair of personnel had met with non-teaching staff as part of the appraisal process.

19/23 **ANY OTHER BUSINESS**

- a) Data The Headteacher reported that the scorecards were being processed and undertook to email these to the Governing Body with a full commentary.

Action: Headteacher

The Chair requested that the scorecards be on the next meeting agenda.

Action: Clerk

- b) Chair Sponsorship Governors were reminded that the Chair would be competing in the London Marathon again this year. He would be raising funds for the School through his sponsor page and Governors were encouraged to sponsor him.
- c) Governing Body Clerking Governors were informed that due to budgetary constraints, they would no longer be buying-in to an external provider for their clerking. The Clerk was thanked for her work supporting the school in recent years.

19/24 **FUTURE GOVERNING BODY MEETING DATES**

The dates of the next meetings were confirmed as:

Summer (1) – Monday 13 May 2019 at 6.30 pm

Summer (2) – Monday 15 July 2019 at 6.30 pm

19/25 **MOTION OF CONFIDENTIALITY**

It was resolved that, because of its nature, the business to be discussed be treated as confidential and not for publication.